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**EXECUTIVE COMMITTEE MEETING**  
**Department of Workforce Services**  
**1385 South State Street, Salt Lake City, Utah**  
**Monthly Meeting Minutes**  
**Thursday, August 11, 2005**  
**12:00 p.m.**

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Presiding: Greg Diven, Chair

Present: Jennifer Carroll, Norman Fitzgerald, Paul Jackson, Commissioner  
Colleen Johnson, Jill Merritt, Kevin Schofield, Karen Silver,  
Kerry Steadman, M. Ali Wilkinson

Absent: Edith Fauver

Excused: Commissioner Jim Bradley, Charles Daud, Linda Fife, Jon Pierpont,  
Steven Rosenberg

Staff: Leno Franco, Diane Lovell, Laurel Morris, Mary Peterson,  
Yvette Woodland

**Welcome & Announcements**

Chairman Greg Diven called the meeting to order at 12:05 p.m. He announced the Council of Councils Conference scheduled for October 13<sup>th</sup> and 14<sup>th</sup> that will be held in Provo, Utah and encouraged everyone to attend. Mr. Diven noted that confirmations are needed and asked that these be sent to Diane Lovell. She will email additional information regarding this event.

Greg Diven noted that each year two customers from each region are honored during the luncheon on the second day. The department is currently soliciting customers to receive awards of recognition. Eligible nominees include enrolled customers who use DWS services and employers. He asked that recommendations for this award be sent to either him or Diane Lovell.

Chairman Diven noted that we are waiting to hear from Mike Richardson, State Council Director regarding the revised Annual Report format. The Council will need to determine accomplishments that should be featured in the Report i.e., Roundtables, Health Care Committee Project, Improved Training Provider Evaluation Processes, Legislative Forum, Strategic Approach to Fill Vacancies, need Help Cards (Eng & Sp) and/or Political Process Training. Additional suggestions of Council sponsored accomplishments are welcomed.

Greg Diven also noted that Youth Council Retreat, held at the Weber Basin Job Corps Center, was an excellent event with a wonderful lunch catered by the on site food services department.

Greg next reported on membership recruitment, which is currently underway. There are three vacancies, two for large businesses and one for Human Services. Janice Bronson from Sorenson Media has declined. In addition, two potential representatives have been identified to replace Bob Haywood's Human Services slot. Both have been asked to contact Ms. Lovell.

Laurel Morris, Business Service Center Manager offered to forward candidates to fill the large business vacancies.

Commissioner Colleen Johnson suggested Craftmate Foods and Chairman Diven suggested Big-D and Layton Construction as potential private sector companies. Diane Lovell also indicated that Dale Carpenter has a nominee from Associated General Contractors. More information will follow as potential candidates are contacted.

Greg Diven announced the Wellness Conference will be held on October 12<sup>th</sup> and 13<sup>th</sup> at the Davis Conference Center in Layton, Utah. He encouraged members to attend and noted that due to Dept of Health personnel changes, Conference registration and details won't be available on-line until August 31, 2005.

Jill Merritt indicated the Society for Human Resource Management (SHRM) Conference scheduled in September might provide an opportunity for Wellness Conference promotion. She suggested that we may be able to insert flyers in the SHRM Conference packets. Jill Merritt will work with Laurel Morris and look into this possibility.

### **Regional Director's Remarks**

In Jon Pierpont's absence, Yvette Woodland, Assistant Regional Director, offered remarks per the following:

- Mike Richardson will share DWS Legislative Priorities at the August 25 Council meeting.
- Brent Newren is the new manager of the Downtown Employment Center.
- The State of Utah was ranked 4<sup>th</sup> in the nation by the Department of Agriculture for its food stamp payment accuracy rate. This ranking will provide enhanced funding for the department of approximately \$560,000. Sixty percent of this funding will be used to reward front-line employees for their efforts and the remaining 40% will be used to make improvements to the program.
- Central Region excelled and met its training obligation and expenditure targets for the period ending June 30, 2005.
- The Work Readiness Pilot Program, developed by DWS, SLCC and the ATC using the DACUM process, was launched a couple of weeks ago. More details will be provided as the Pilot proceeds.
- Given the new Family Employment Program (FEP) participation requirements, DWS has begun a strategic effort to increase worksite learning opportunities, i.e. OJT, paid and unpaid internships, etc.

Karen Silver asked if information could be provided as to how many worksites are up and running because of the involvement of the Central Region Council. Yvette indicated “yes” and noted that the Council’s help will be needed.

Ms. Woodland provided examples of worksites needed that may be in private companies and non-profits. Worksite opportunities consist of internships (paid and unpaid) and On-the-job (OJT) training wherein wages are subsidized. Diane Lovell indicated that participation constitutes either being in an education experience and/or a work related activity that leads to employment.

In reply to a question from Jill Merritt, Ms. Woodland indicated that the Program Team and the region’s Management Team are coordinating the development of new worksite learning opportunities.

Kerry Steadman indicated that Utah Issues, in conjunction with DWS, is presenting a three hour workshop tomorrow (8/12) to discuss what “increased participation” means to the community. He suggested that at a future Council meeting, information from the workshop be condensed and presented to the Council as an “education” piece. A one-page summary could be given to members who would then have an information document to use as they network other organizations and employers. Staff could then follow-up with the contacts and potential worksites.

Mr. Steadman also suggested that due to the high priority of required increased participation, the Council of Councils Conference include a breakout session on this issue.

After discussion, it was decided that a brief overview of the new FEP Participation Requirements be presented at the August 25 meeting.

Karen Silver noted that she feels there are still many glitches and there are a lot of participants who have not been told about their options.

Chairman Diven stated that, “We as a Council want to help Workforce Services face and resolve this major crisis.” Laurel Morris indicated this is a somewhat complex problem and not a simple fix as the requirements are different for each programs.

### **Committee Reports**

Greg Diven referred the Committee to the Executive Committee’s goals for 2006. The four goals under Economic Development were discussed. The following was determined for each of the goals:

#### **A. Economic Development**

1. **Continue Roundtables** - The Marketing Committee will assist with this goal.
2. **Joint Venture with EDCU to promote Utah** - Completed and can be removed.

3. **Higher Education and DWS Economic Development** - Check with Dale Carpenter and Councilman Jim Bradley for clarification.
4. **Science/Engineering/Math Careers for Youth** -Form an ad hoc committee with this goal as a low priority to be addressed in the future.

Paul Jackson will be part of the committee but is not available to chair. The Youth Council has an aggressive calendar and cannot take the lead in this. Ali Wilkinson commented that she feels there is overlap in this area and that the Youth One-Stop will have much more availability to place these people in jobs. It was also mentioned that there are limited staff resources available to support this effort.

Chairman Diven discussed the importance of providing direction to youth who aren't necessarily eligible for supported services and that the churches have "audiences" and youth groups to whom DWS could provide career services and information.

Laurel Morris reported on two activities that involve the faith based community and DWS/Business Services. One is an employment resource fair at the Calvary Baptist Church on August 13 and a partnership event to be held in September involving the LDS Church Hispanic youth organization. Ms. Morris suggested that Council recommend situations where DWS can assist and noted that we will help if the resources are available.

Kerry Steadman asked Paul Jackson for a one-page overview of the Youth Council Retreat outcomes and action plan. This information will help the Committee gain a better understanding of what youth activities and issues may or may not overlap. Paul Jackson agreed to share a summary of the Youth Council Retreat with the Council in the near future.

#### B. Client Services

1. **Identify Downtown Employment Center site** - In September the Facilities Committee will prepare a report on the status of this goal.
2. **Review/ monitor quality of services** – Kerry Steadman suggested that Jon Pierpont share how he proposes to demonstrate to the Council the quality measures and services provided. Council will then determine if tools/reports are comprehensive enough. A meeting will be scheduled with Jon Pierpont to identify existing departmental performance measures and reports. The Committee will then determine the best way for the Council to accomplish this goal.
3. **Support DWS Worksite Learning** – DWS to share a list of needs for the Council. Kerry Steadman will discuss this when meeting with Jon Pierpont regarding Goal #3.

Chairman Diven asked that an Ad Hoc Committee with Kerry Steadman as Chair, be formed to address issues related to TANF/FEP participation and Worksite Learning.

Due to time constraints, Greg Diven decided to forego the remaining items on the Agenda and adjourned the meeting at 1:30 pm.